

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3830 **TITLE:** HOUSING/COMMUNITY DEVELOPER IV **GRADE:** S-28

DEFINITION:

Under general supervision, oversees and manages a large program area or key projects within a branch (for example, the debt and equity operations or underwriting the debt financing); and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Housing/Community Developer IV is distinguished from the Housing/Community Developer V in that the Housing/Community Developer IV manages a large program or key projects within a branch whereas the Housing/Community Developer V manages more than one program. The Housing/Community Developer IV is distinguished from the Housing/Community Developer III in that the Housing/Community Developer IV oversees and manages a large program or key projects within a branch whereas the Housing Community Developer III plans, operates, and implements the programs or projects.

ILLUSTRATIVE DUTIES:

Manages at least one highly complex and large housing/community development program;

Provides day-to-day supervision of the various housing/community development projects, including setting short-term goals, assigning tasks, and organizing work;

Supervises and monitors the work of consultants under contract to the County;

Identifies target areas and needed programs, develops specific projects, and prepares grant applications;

Coordinates and assists in the general administration of the housing/community development programs, in the handling of personnel matters, in the recommendation of performance measures, and in the preparation of the project budgets;

Oversees and approves the establishment of Conservation and Redevelopment Plans for the County, including analysis and evaluation of collected data, development of plans and capital improvement programs, and implementation of specific projects;

Monitors projects for compliance with federal, state and local regulations;

Coordinates the preparation of Environmental Reviews and Environmental Impact Statements on all projects to meet federal and state requirements;

Approves work order changes, work progress and progress payments, and assesses completion of contract obligations;

Coordinates programs and projects with public bodies and citizen organizations to gain approval and acceptance;

Updates analysis of current housing deficiencies, and assesses housing needs for low and moderate income persons;

Provides technical assistance to non-profit housing development corporations, including advice, contract administration, and performance control of implementation efforts;

Compiles and analyzes interdepartmental housing related loans;

Designs and implements selected housing condition surveys, including analysis through computer application;

Reviews and analyzes potential housing sites against the Housing Assistance Plan criteria;
Reviews and modifies site selection criteria in conjunction with HUD Site and Neighborhood Standards;
Collects reviews, and analyzes low/moderate rezoning proffer agreements;
Writes and prepares HUD forms and edits graphics in preparation of annual Housing Assistance Plan;
Responds on specific areas of expertise and responsibilities with public bodies such as the Board of Supervisors and the Planning Commission, federal division heads, state agencies, County department heads, business leaders, and citizens' organizations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of housing laws and programs, site planning, real estate and land-use laws;
Knowledge of the principles and methods of administration;
Initiative and resourcefulness in the solution of complex housing problems;
Ability to communicate effectively in verbal, written and graphic forms;
Ability to supervise subordinate personnel;
Ability to establish and maintain effective working relationships with public officials, other agency heads, private developers and contractors, and citizen groups.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

Graduation from an accredited college with a degree in planning, architecture, engineering, public or business administration or related field and four years of progressively responsible, directly related professional experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:

December 12, 2003